

27 JUL 1973

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT : Proposed Changes to

25X1A

1. Please arrange publication of the attached proposed changes to the subject regulations, to the Fitness Report Form, and to the Directions for Completing that Form. These changes will implement modifications in the Agency's personnel evaluation system as considered by the CIA Management Committee on 1 June 1973 and approved by Mr. Colby subsequent to that meeting.

2. The list of approved recommendations and Mr. Colby's additional instructions are attached for your information.

/s/ John F. Blake

John F. Blake
Director of Personnel

Att

Distribution:

Orig & 2 - Adse

1 - EO-DD/MS

1 - D/Pers

2 - Review Staff (1 w/h)

OP/P&C/RS/:dbw (26 July 73)

25X1A

CONFIDENTIAL

E. 2 IMPDET CL BY 010026

1. Approved Recommendations

a. ~~Approved For Release 2002/05/02: CIA-RDP78-05077A000100140010-7~~ Form and revise the certification statement to indicate that the employee has seen all entries on the Form.

b. Add in the certification block an invitation to the employee to attach any comment (not necessarily in rebuttal) which he feels will contribute to the record of his job performance and require him to check an appropriate box indicating that he has or has not chosen to do so.

c. Revise the Fitness Report Instructions to reemphasize that evaluations and narrative comments should relate to job performance and that any comments concerning potential should be confined to factors related to job requirements.

d. Include in the Instructions a requirement that reviewing officials confine their comments to the evaluation of the person being rated and not to include an evaluation of the rating official.

e. Include in the Instructions a requirement that rating officials comment on the rating performance of those employees who are themselves rating officials.

f. Forward a copy of the revised Fitness Report Instructions with each set of three Fitness Report Forms for review by the rating and reviewing officials before completing the Fitness Report.

g. Revise Agency Regulations to make the Deputy Directors responsible for providing instructions and guidance in adapting the use of Fitness Reports so as to best evaluate the job performance of employees within their areas of jurisdiction

h. Revise Agency Regulations to make the Deputy Directors responsible for providing guidance to the Heads of Career Services under their jurisdictions in developing and administering systems for appraising such factors as promotability and career potential.

i. Revise Agency Regulations to make the Director of Training responsible for providing instruction in job performance evaluation for all supervisors, including instruction in the use of the Fitness Report Form and emphasizing the development of skills in conducting job performance evaluation interviews.

2. After the meeting Mr. Colby approved the report and directed the Director of Personnel to implement it with the following additions:

a. Letters of Instruction will be used by all to establish what is expected from the individual; i.e., goals and objectives. Ratings then will relate to how individual achieved the established objectives.

b. Mr. Colby wants the employee to review the rater's comments and then to comment himself as he desires. The reviewing officer then adds his comments and the ratee sees the entire report.

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25X1A			
FROM			
ROOM NO.	BUILDING	EXTENSION	
2E45	H9	4142	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(27)

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